

# Teachscape *Reflect* Live

## USER GUIDE



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# Introduction

## What is Teachscape *Reflect* Live?

Teachscape *Reflect* Live is a technology-enabled observation process. It is a flexible, easy-to-use, and comprehensive observation management and reporting system. With Teachscape *Reflect* Live, observers can schedule classroom observations, collect and organize the observation data, and then store the data on one secure platform.

## What are the two types of observations?

There are two types of *Reflect* Live observations—scheduled and unannounced observations.

### Scheduled Observation

- The observation is scheduled for a later date and time.
- Teachers can provide information pre- and post-observation, if required (e.g., pre-observation form, lesson artifacts).

### Unannounced Observation

- The observation is conducted immediately, not on a future date and time.
- Teachers can provide information post-observation (e.g., post-observation form, samples of student work).

## What's in this guide?

This *Reflect* Live User Guide is organized into several processes. Refer to the table of contents below to find the observer and teacher processes for scheduled and unannounced observations.

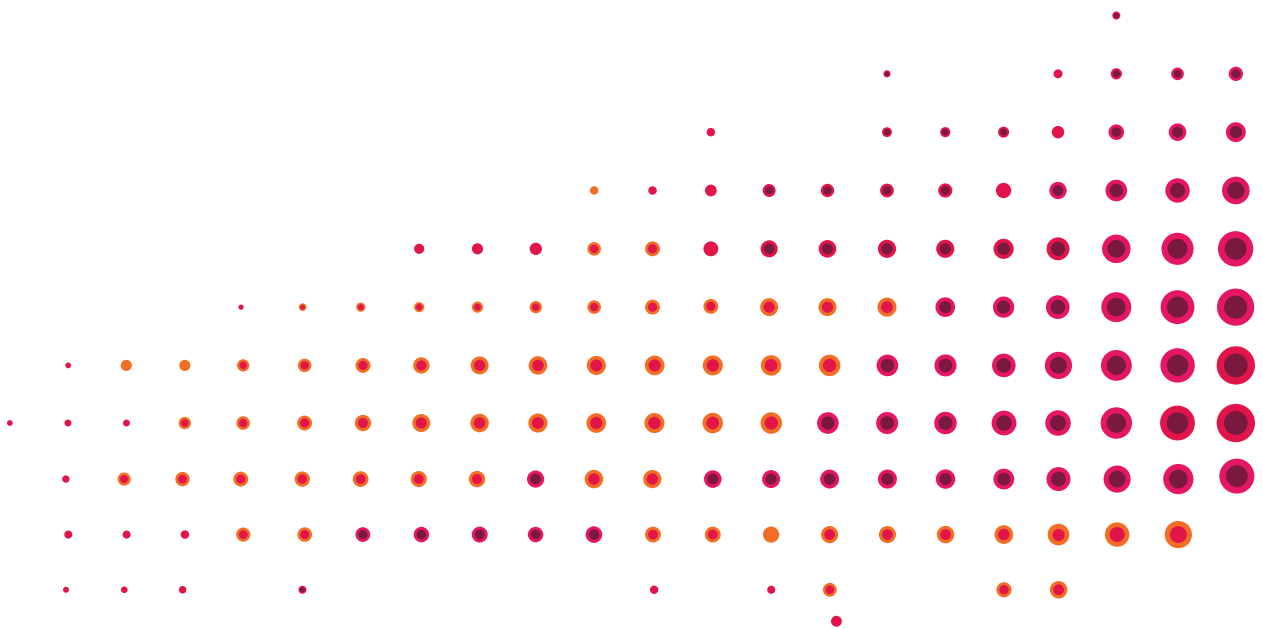
**Note:** *Reflect Live* does not utilize video in the observation process. However, you may be a part of a school/district community that is utilizing both *Reflect Live* and *Reflect Video* for classroom observations. If this is the case, the *Lesson Observations* application will permit you to request either a live or video observation when starting a new observation.

# Teachscape *Reflect* Live

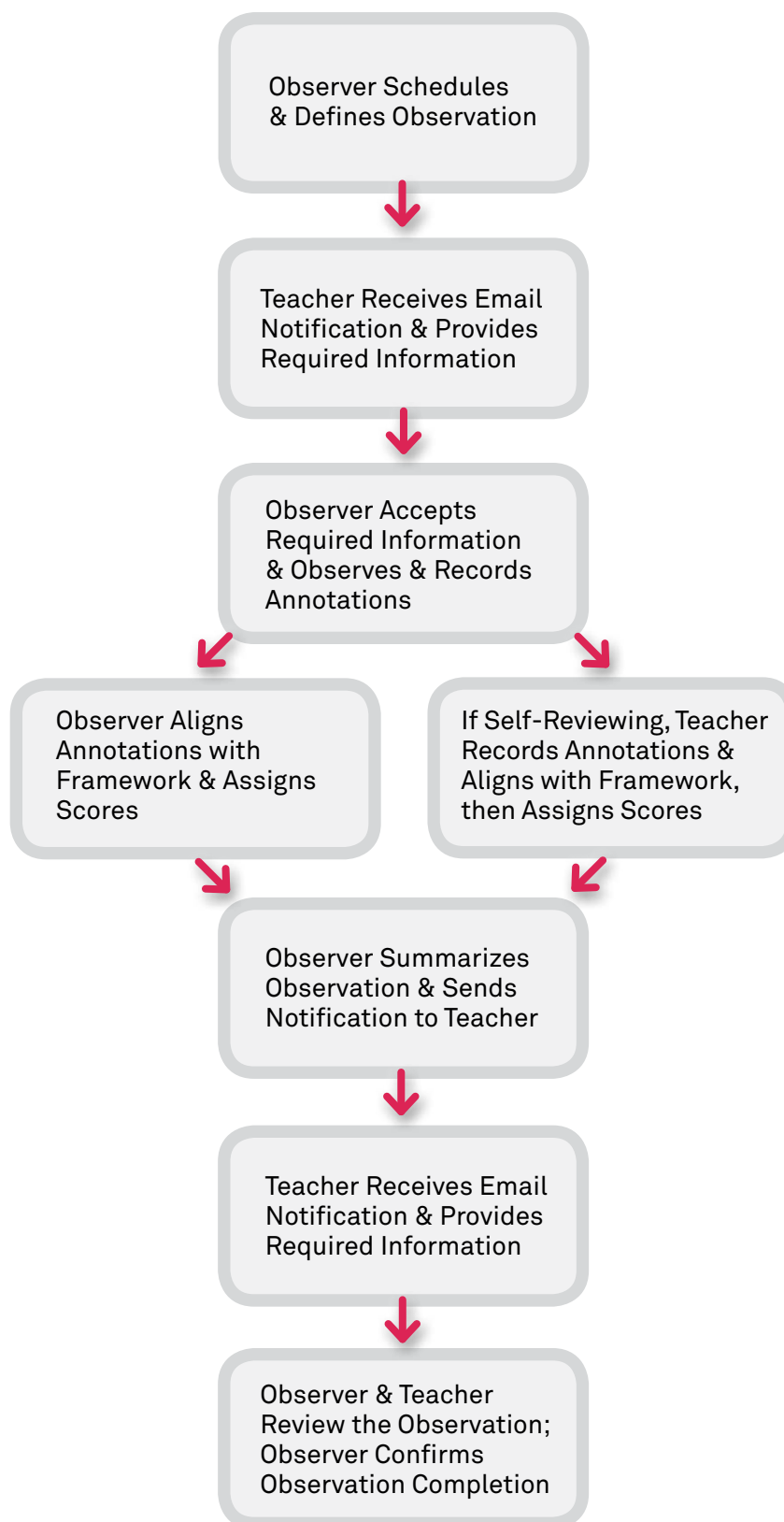
## PROCESSES

Scheduled Observation

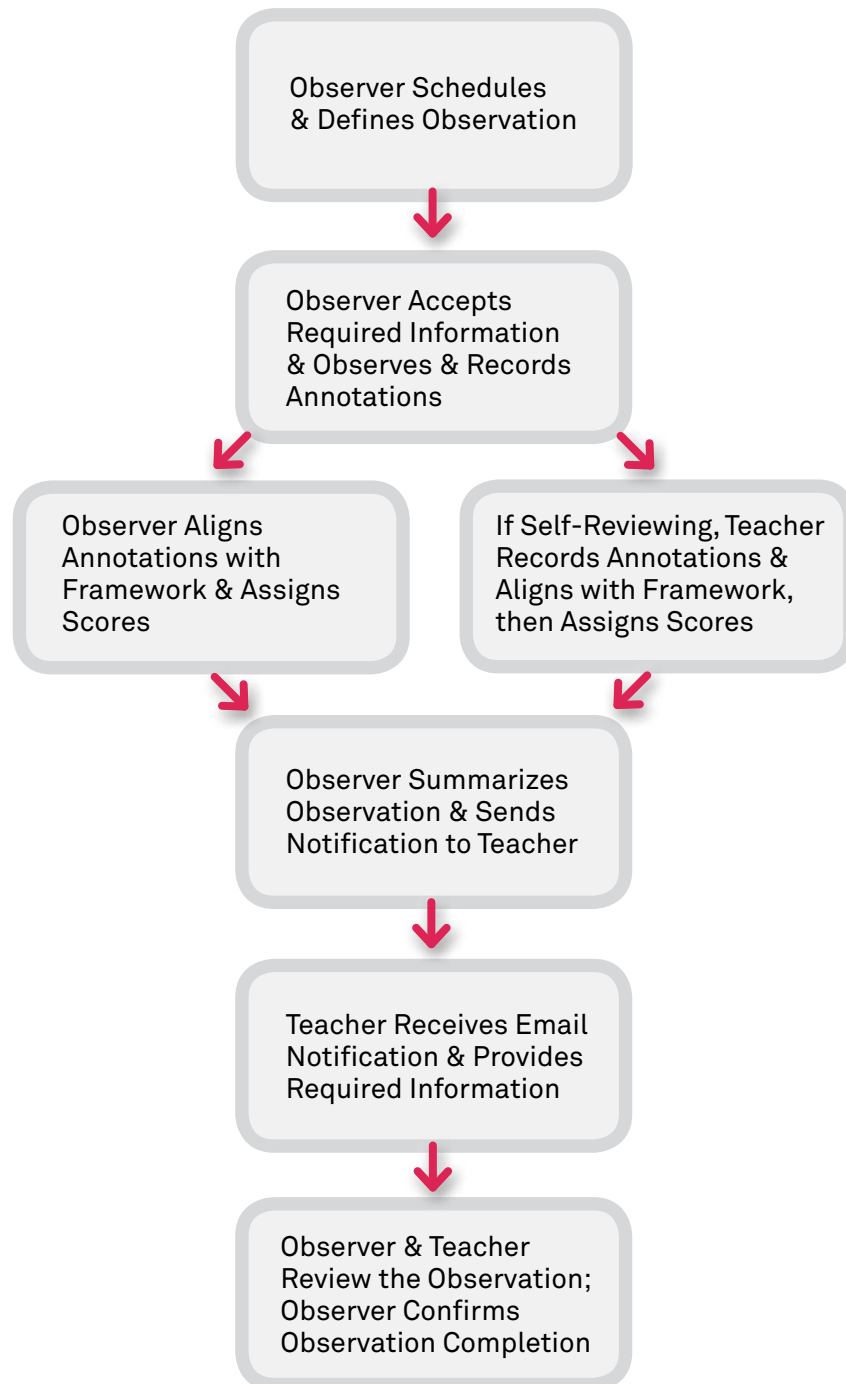
Unannounced Observation



## Scheduled Observation



## Unannounced Observation



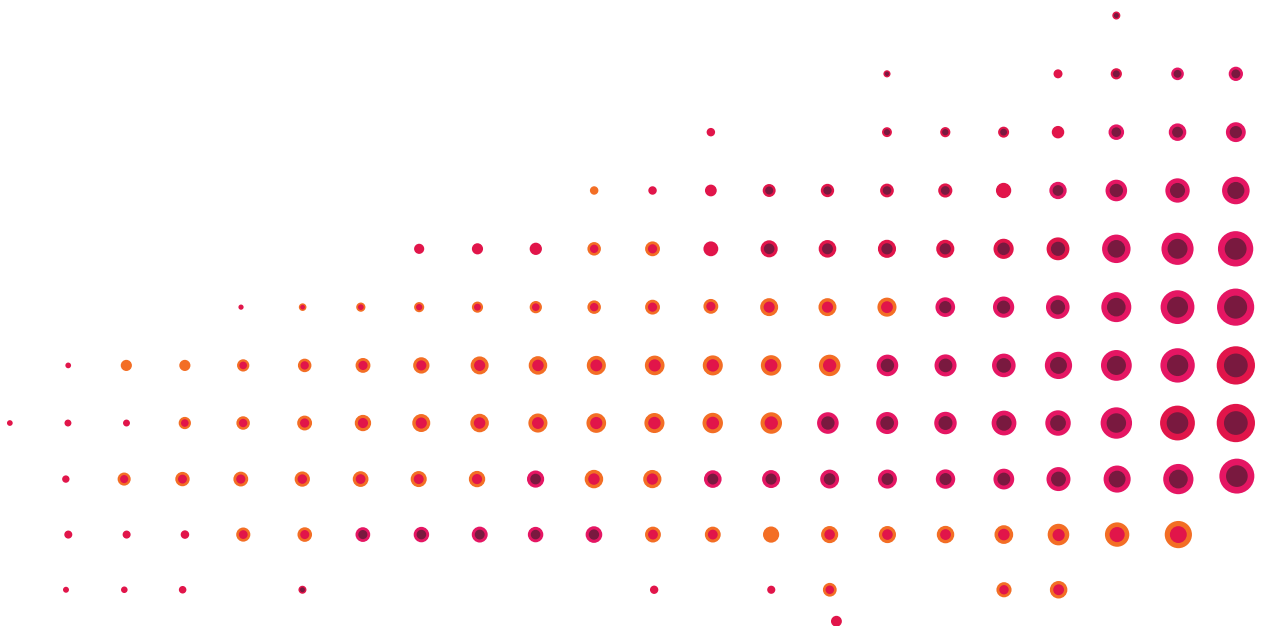
# Observer Guide

## SCHEDULED OBSERVATION

Scheduling an Observation

Observing and Scoring

Confirming the Final Report



# Scheduling an Observation

## 1 Initiate a Required Observation

To initiate the required observation process, the observer selects the **Lesson Observations** link in the left-hand navigation menu. Next, the observer selects **New Observation**.



## 2 Choose Teacher and Observation Title

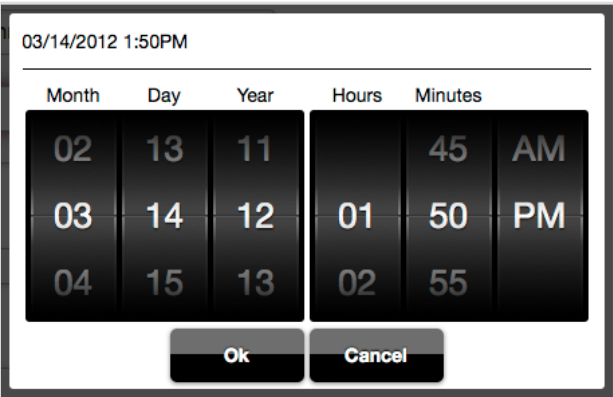
From the **New Live Observation** screen, the observer enters the name of the teacher for the observation and a title for the observation.

The screenshot shows the 'New Live Observation' form. At the top, there's a navigation bar with 'TXL Home', 'Required Observations', 'New Live Observation', 'Journal', 'Help', and 'Logout'. Below the navigation bar, there's a form with fields for 'Teacher', 'Title', 'Observation Date', and 'Frameworks and Components'. The 'Teacher' field has a dropdown menu with the text 'Select name from list', highlighted by a red arrow. The 'Title' field is a text input box, also highlighted by a red arrow. The 'Observation Date' field has a dropdown menu with the text 'Select date and time'. The 'Frameworks and Components' section has a header 'Frameworks and Components' and a sub-header 'No components have been selected.' with an 'Add' button.



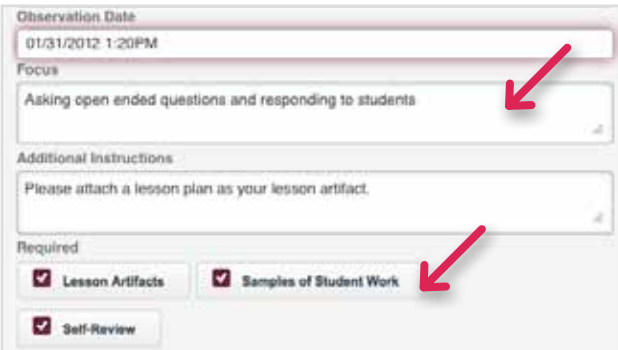
3 Select a Date and Time

Next, the observer selects a date and time for a future observation using the scheduling tool. The observer scrolls to the desired date and time for the live observation. (If the observation is immediate, this step is not necessary.)



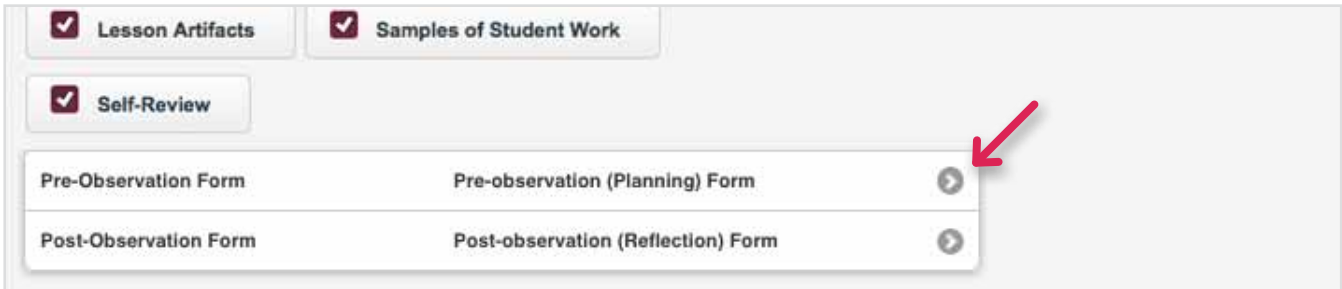
4 Identify Required Information

The observer enters a **Focus** for the observation and then checks the **Lesson Artifacts**, **Samples of Student Work**, and/or the **Self-Review** box if the teacher will score the lesson him- or herself (all optional).



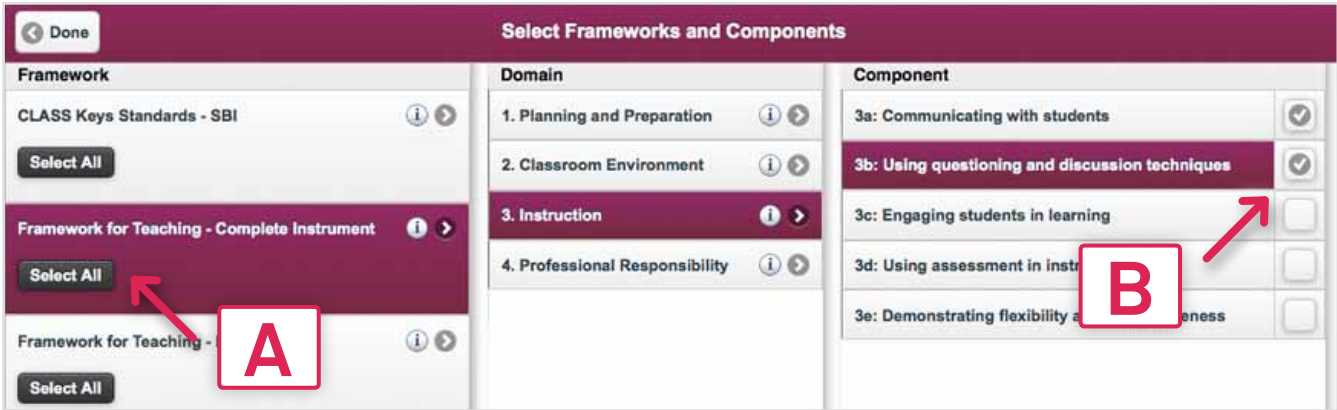
5 Select Pre- and/or Post-Observation Form

If the observer would like a pre- and/or post-observation form to be completed by the teacher, he or she selects the arrow to view the available forms and then selects the name of the form and the **Done** button.



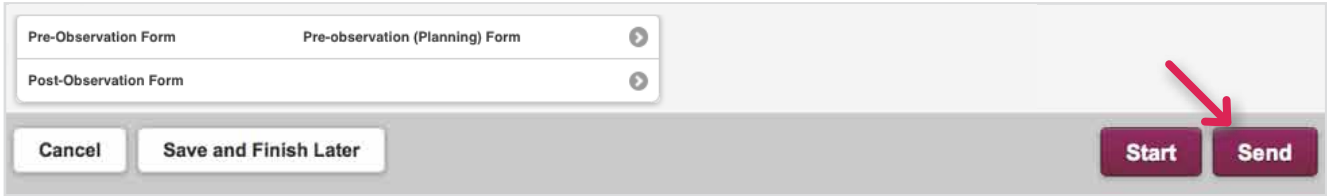
6 Choose Framework and Components

The observer selects the **Add** button to choose components for scoring. He or she then selects a framework to view the available domains, and domains to view the available components. The observer may select the **(A) Select All** button if all components are to be included, or select only **(B)** specific components. The observer selects the **Done** button when finished.



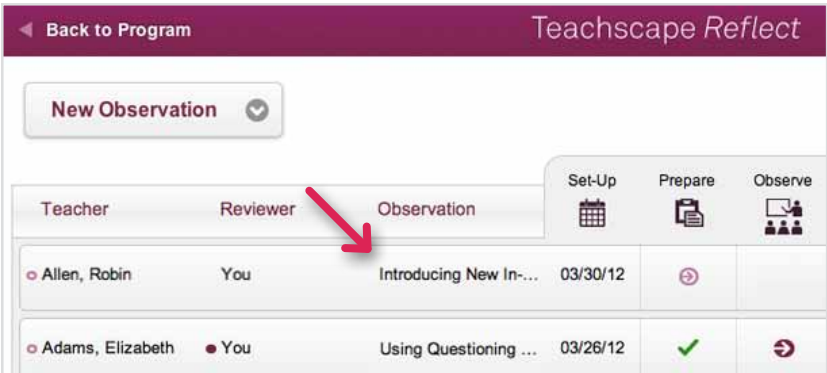
7 Start the Observation or Send Notification

If the observation is at a later date/time, the observer selects the **Send** button to send an email to the teacher notifying him or her about the upcoming observation. (If the live observation will commence now, the observer selects the **Start** button.)



8 View Sent Invitation

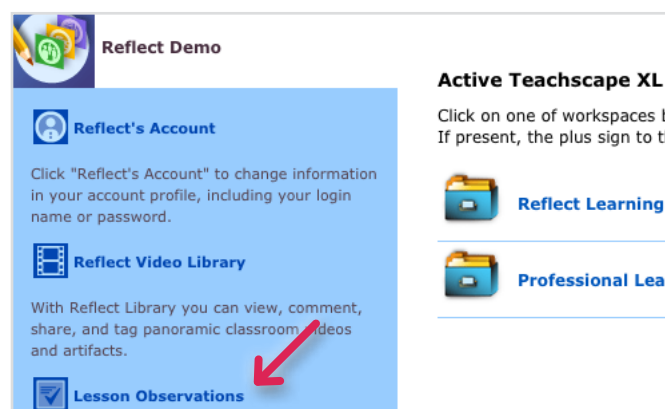
After the observer has selected the **Send** button, he or she can view the invitation by accessing the observations dashboard.



## Observing and Scoring

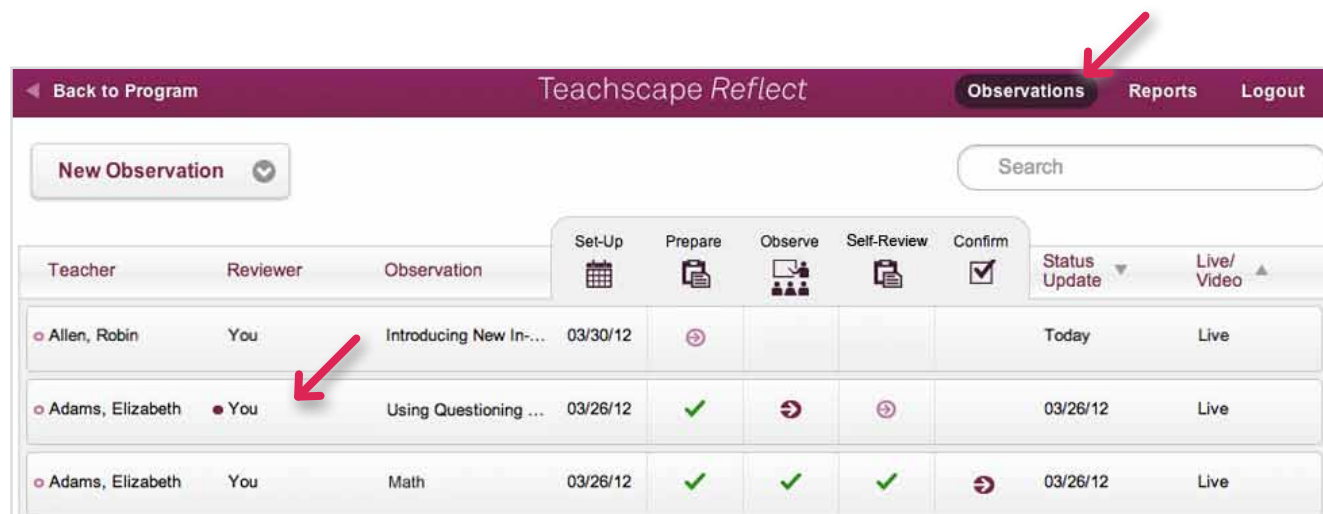
### 1 Revisit Lesson Observations

After the teacher has submitted the required pre-observation materials, the observer is notified via email, logs back in to Teachscape.com, and selects **Lesson Observations** in the left-hand navigation menu.



### 2 Access the Observation Details

While on the **Observations** tab, the observer selects the title of the observation to view the teacher's submitted required information.



### 3 View Submitted Information

The observer can view the submitted information and then start the live observation by selecting the **Start** button in the bottom right-hand corner of the page. After selecting the **Start** button, the observer will be asked to confirm that he or she accepts the materials provided by the teacher, if any were requested.

Required

3b: Using questioning and discussion techniques

☒ Lesson Artifacts ☒ Samples of Student Work

☒ Self-Review

Pre-observation Form Pre-observation (Planning) Form

Post-observation Form Post-observation (Reflection) Form

Back Cancel Invitation Request Revision

Start

## 4 Observe the Lesson and Add Annotations

While observing the live classroom, the observer records annotations to inform the future scoring of the lesson. The observer selects the **Add** button after each entry. The notes are editable and time-stamped. The observer checks the box at the bottom of the screen if he or she wishes to share the annotations with the teacher.

TXL Home Required Observations Lesson Notes Journal Help Logout

Details Lesson Notes 3a: Communicating with students 3b: Using questioning and discussion techniques Report

Enter note here and click on Add button

Add

Notes and Evidence Show timestamp: On Off

Observation date Mar 14, 2012

2:43 pm	Encourages use of academic language.	Edit	2	>
2:41 pm	Uses name sticks to call on students.	Edit	1	>

Associated Components (2 selected)

- ☒ 3a: Communicating with students
- ☒ 3b: Using questioning and discussion techniques

View Details Save and Finish Later

Share observation notes with teacher: ☒

Score

**Note:** Checking the box makes the annotations immediately available to the teacher, and these annotations can be used in the self-review process.

## 5 Assign Annotations to Framework Components

While entering annotations, or after entering annotations, the observer can assign these notes to one or more of the selected framework components. Assigning annotations to the components makes it easier to sort through the observational notes and assign scores later on.

The screenshot shows the 'Lesson Notes' interface. At the top, there are tabs for 'Details', 'Lesson Notes', '3a: Communicating with...', '3b: Using questioning a...', and 'Report'. Below the tabs, there is a text input field with the placeholder 'Enter note here and click on Add button' and an 'Add' button. To the right, the 'Associated Components (2 selected)' section shows two checked items: '3a: Communicating with students' and '3b: Using questioning and discussion techn...'. Below the input field, there is a 'Notes and Evidence' section with a 'Show timestamp' toggle set to 'On'. The 'Notes and Evidence' section displays a list of notes: 'Observation date Mar 14, 2012' and '2:43 pm Encourages use of academic language.' Below the notes, there are 'Edit', 'Add', and 'Next' buttons. Red arrows point to the 'Add' button and the '3b: Using questioning and discussion techn...' component.

## 6 Begin Scoring the Lesson

After the lesson has been observed and notes have been taken and aligned to framework components, the observer may select the **Save and Finish Later** button to score the lesson at a later time, or he or she may select the **Score** button to begin assigning scores.

The screenshot shows a section of the interface with the text 'Observation date Mar 14, 2012' and two notes: '2:43 pm Encourages use of academic language.' and '2:41 pm Uses name sticks to call on students.' Below the notes, there are three buttons: 'View Details', 'Save and Finish Later', and 'Share observation'. A red arrow points to the 'Save and Finish Later' button.

## 7 Assign Scores

For each component, the observer (**A**) analyzes his or her annotations, (**B**) selects the appropriate critical attributes at each level of performance, (**C**) summarizes, and (**D**) assigns an appropriate score or level of performance for that component. When the observer is satisfied with the score assigned for the first component, this process is repeated for each additional component by selecting the **Next** button.

The screenshot shows the 'Scoring' interface. At the top, there are tabs for 'Details', 'Lesson Notes', '3a: Communicating with...', '3b: Using questioning a...', and 'Report'. Below the tabs, there is a 'Score: 3a: Communicating with students' section. The 'Summary' section contains the text 'Strong communication with students. Teacher's explanations excellent. However, not all students understand...'. Below the summary, there is an 'Evidence and Notes' section with a list of notes: 'Observation date Mar 14, 2012', '2:20 pm Uses name sticks to call on students.', and '2:21 pm Encourage use of academic language'. To the right, there is a 'Levels of Performance' section with three options: '1 Unsatisfactory', '2 Basic', and '3 Proficient'. Below the performance levels, there are two checked items: 'The teacher states what the students will be learning...' and 'If appropriate, the teacher models the process to be followed in the task.' Red arrows point to the 'Add' button (labeled A), the 'Summary' text (labeled C), the '2:20 pm' note (labeled B), and the '3 Proficient' option (labeled D).

## 8 Write Recommendations and Overall Rating

After the observer has scored all of the components, he or she completes the observation report. Here is where the scores can be reviewed and recommendations for the teacher added.

The screenshot shows the 'Report' tab in the Teachscape Reflect interface. At the top, there are navigation tabs: 'TXL Home', 'Required Observations', 'Report' (selected), 'Journal', 'Help', and 'Logout'. Below these are sub-tabs: 'Details', 'Lesson Notes', '3a: Communicating wit...', '3b: Using questioning a...', and 'Report' (selected). The main content area shows the 'Teacher: Noonan, Madeline' and 'Observation Title: Using Questioning and Discussion Techniques'. There are two scoring sections: '3a: Communicating with students' and '3b: Using questioning and discussion techniques'. Each section has a grid of scores (1, 2, 3, 4) and a 'Principal, Reflect -' section. Below the scoring sections is a 'Critical Attributes Report' section. The 'Recommendations' section contains a text box with the text: 'Engage in peer discussion about meeting the needs of our English language learners. Develop strategies to engage all ELL classmates in discussions.' The 'Areas of Strength' section contains a text box with the text: 'Use of vocabulary. Engaging students in lesson. Majority of students feel free to take risks in sharing their ideas.' Red arrows point to the 'Recommendations' and 'Areas of Strength' text boxes.

## 9 Submit the Scores to the Teacher

Selecting the **Submit** button will send an email notification to the teacher that the observation has been scored. If a self-review is not required, the report will be immediately shared with the teacher. If a self-review is required, the teacher will see the report only after he or she has conducted a self-review.

The screenshot shows the bottom section of the observation report. It includes a text box for 'Overall Rating' with the text: 'Emerging as a distinguished teacher'. Below this is a large 'Submit' button. A red arrow points to the 'Submit' button.

## 10 View Sent Observation

After the observer submits the scores for an observation, he or she may view the observation by selecting the observation on the **Observations** tab.

The screenshot shows the 'Observations' tab in the Teachscape Reflect interface. At the top, there are navigation tabs: 'Back to Program', 'Teachscape Reflect', 'Observations' (selected), 'Reports', and 'Logout'. Below these are sub-tabs: 'New Observation' (selected), 'Teacher', 'Reviewer', and 'Observation'. The 'Observation' sub-tab is selected. The main content area shows a table of observations. The first row has the following data: 'Allen, Robin', 'You', 'Introducing New In...', '03/30/12', a status icon, and a 'Live' status. Red arrows point to the 'Observations' tab and the 'Observation' sub-tab.



# Confirming the Final Report

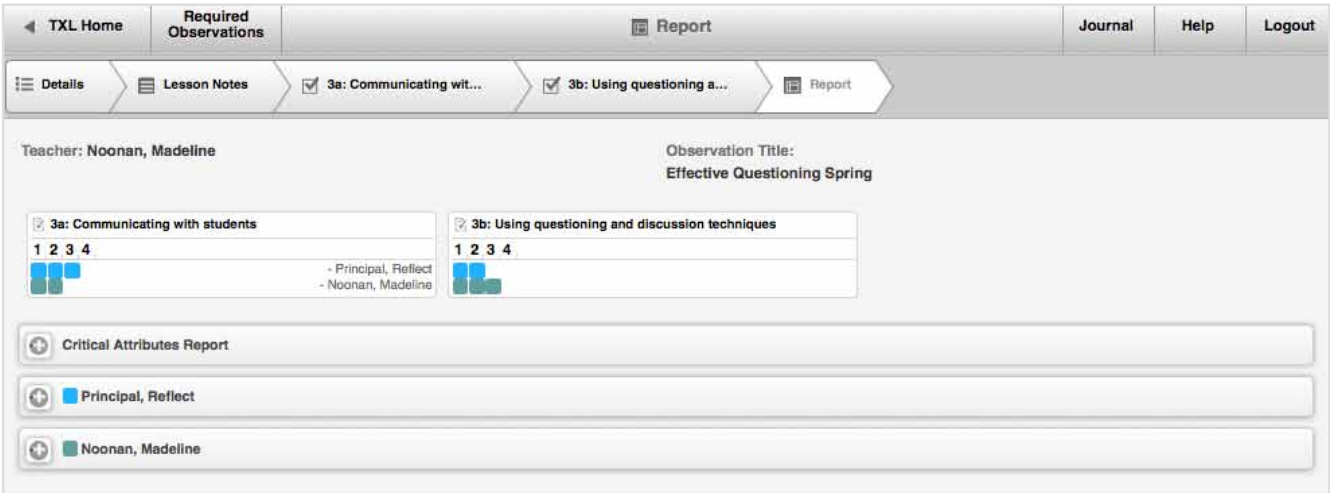
## 1 Access the Observation Report

After the teacher selects the **Acknowledge** button in the application or completes his or her self-review, the observer will be notified by email. The observation can be accessed from the **Observation** tab.



## 2 View the Report

From the **Report** screen, the observer can view the scores, assigned critical attributes, and comments. If the teacher completed self-scoring, the teacher's scores, comments, and notes will appear alongside those of the observer. If not, only the observer's scores, comments, and notes will be present.



### 3 Explore the Report

Exploring the report includes selecting **Critical Attributes Report** and/or participants' names to view summary comments. By selecting the **View Scores** button, the notes associated with each component can be viewed. A full report can be viewed, exported, or printed, including all scores and notes, by selecting the **Full Report** button.

Attributes		Noonan, Madeline	Principal, Reflect
Proficient	The teacher states clearly, at some point during the lesson, what the students will be learning.	✓	✓
Proficient	If appropriate, the teacher models the process to be followed in the task.	✓	✓
Proficient	Students engage with the learning task, indicating that they understand what they are to do.	✓	✓
Proficient	Teacher's explanation of content is clear, and invites student participation and thinking.	✓	✓
Proficient	Vocabulary and usage are correct and completely suited to the lesson.	✓	✓

### 4 Confirmation of the Observation

After the teacher and observer have discussed the observation report, the observer selects the **Confirm** button. This observation will now be accessible in the **Confirmed** folder on the **Required Observation** tab of the **Lesson Observation** page for both the observer and the teacher. Once, the **Confirm** button has been selected, the observation will no longer be editable.



# Observer Guide

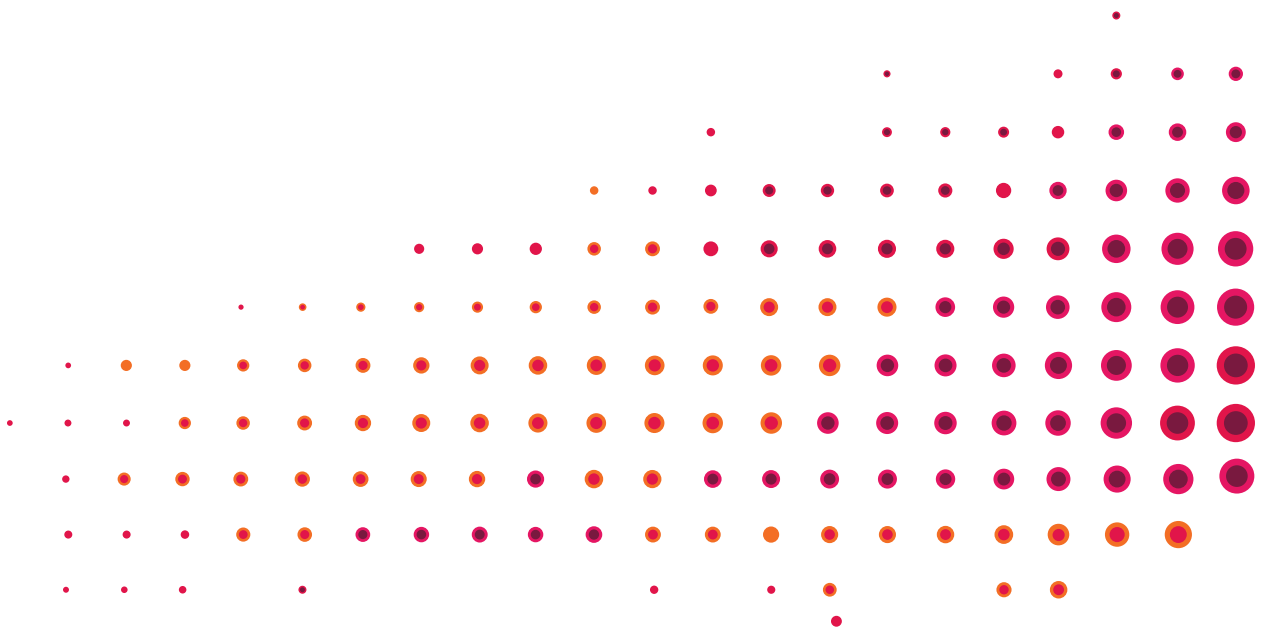
## UNANNOUNCED OBSERVATION

Preparing for an Observation —Steps to Take **Prior** to the Observation

Conducting the Observation

Scoring the Observation

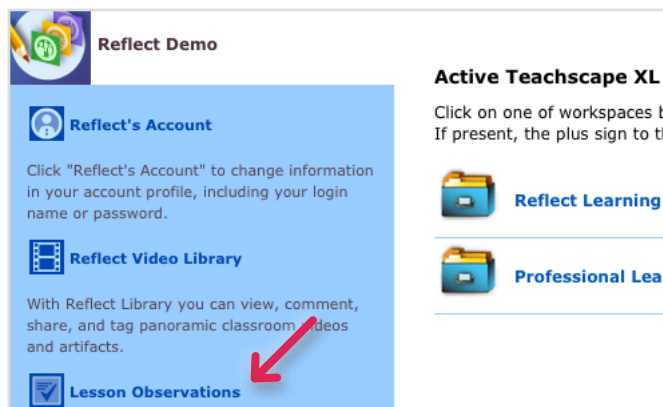
Confirming the Final Report



## Preparing for an Observation — Steps to Take **Prior** to the Observation

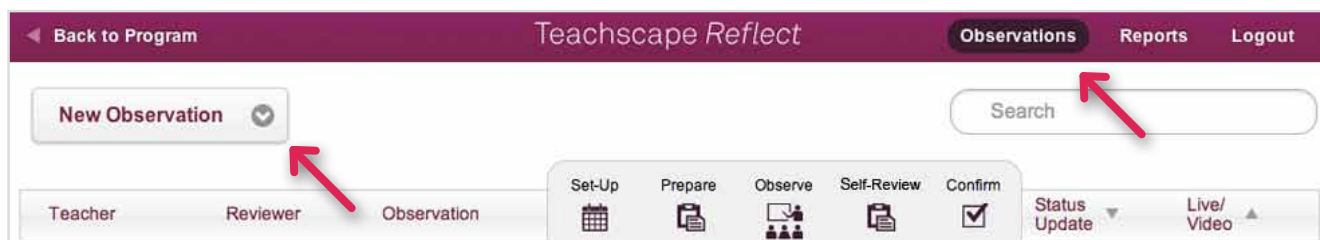
### 1 Access Live Lesson Observations

To initiate the unannounced required observation process, the observer logs in to [www.teachscape.com](http://www.teachscape.com) and selects the **Lesson Observations** link in the left-hand navigation menu.



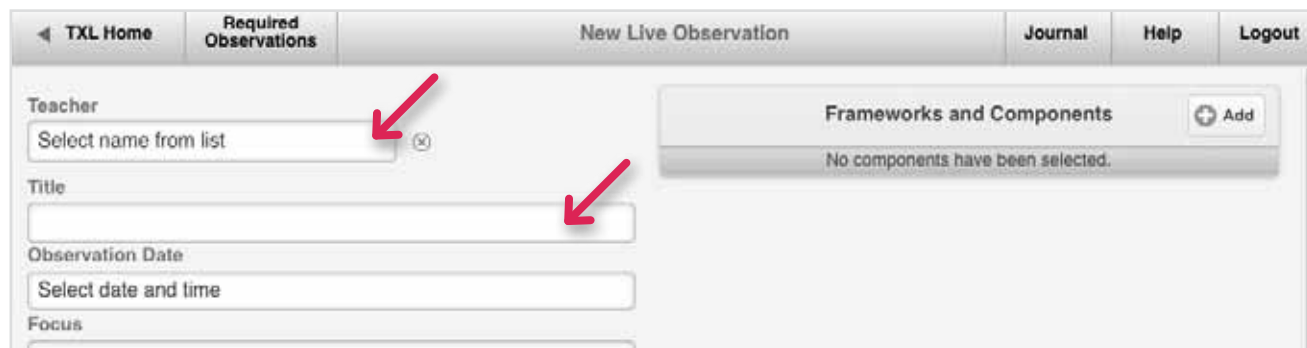
### 2 Initiate an Unannounced Observation

The observer selects the **New Observation** button on the **Observations** tab.



### 3 Choose a Teacher and Observation Title

From the **New Live Observation** screen, the observer enters the name of the teacher for the observation and a title for the observation. If this is an unannounced observation, the observer does not select an observation date (date and time).



## 4 Identify Required Information

The observer enters a **Focus** for the observation and then checks the **Lesson Artifacts**, **Samples of Student Work**, and/or the **Self-Review** box if the teacher will score the lesson him- or herself (all optional).

The screenshot shows a form with three main sections:
 



- Focus:** A text box containing "Asking open ended questions and responding to students". A red arrow points to this box.
- Additional Instructions:** A text box containing "Please attach a lesson plan as your lesson artifact.".
- Required:** A section with three checkboxes:
  - ☒ Lesson Artifacts
  - ☒ Samples of Student Work (A red arrow points to this checkbox.)
  - ☒ Self-Review

## 5 Select a Post-Observation Form

If the observer would like a post-observation form to be completed by the teacher, he or she selects the arrow to view the available form(s) and then selects the name of the form and the **Done** button.

The screenshot shows the bottom portion of the form:
 

- Required:** Three checkboxes are visible: ☒ Lesson Artifacts, ☒ Samples of Student Work, and ☒ Self-Review.
- Forms List:** A table-like structure showing two forms:
 

Pre-Observation Form	Pre-observation (Planning) Form	
Post-Observation Form	Post-observation (Reflection) Form	

 A red arrow points to the information icon in the first row.
- Buttons:** At the bottom are "Cancel", "Save and Finish Later", "Start", and "Send".

**Note:** A pre-observation form should only be used in a scheduled observation.

## 6 Choose Framework and Components

The observer selects the **Add** button to choose components for scoring. He or she then selects a framework to view the available domains, and domains to view the available components. The observer may select the **(A) Select All** button if all components are to be included, or select only **(B)** specific components. The observer selects the **Done** button when finished.

Done

Select Frameworks and Components

Framework

CLASS Keys Standards - SBI

Select All

Framework for Teaching - Complete Instrument

Select All

Framework for Teaching - Revised

Select All

Domain

1. Planning and Preparation

2. Classroom Environment

3. Instruction

4. Professional Responsibility

Component

3a: Communicating with students

3b: Using questioning and discussion techniques

3c: Engaging students in learning

3d: Using assessment in instruction

3e: Demonstrating flexibility as a teacher

A

B

7 Start the Observation

The observer selects the **Start** button to commence the observation. (If the observation is at a later date/time, the observer selects the Send button to send an email to the teacher notifying him or her about the upcoming observation.)

Focus

Additional Instructions

Required

Lesson Artifacts

Samples of Student Work

Self-Review

Pre-Observation Form

Post-Observation Form

Post-observation (Reflection) Form

Cancel

Save and Finish Later

Start

Send

## Conducting the Observation

### 1 Start the Observation

The observer selects the **Start** button to commence the observation, if he or she has not done so already.

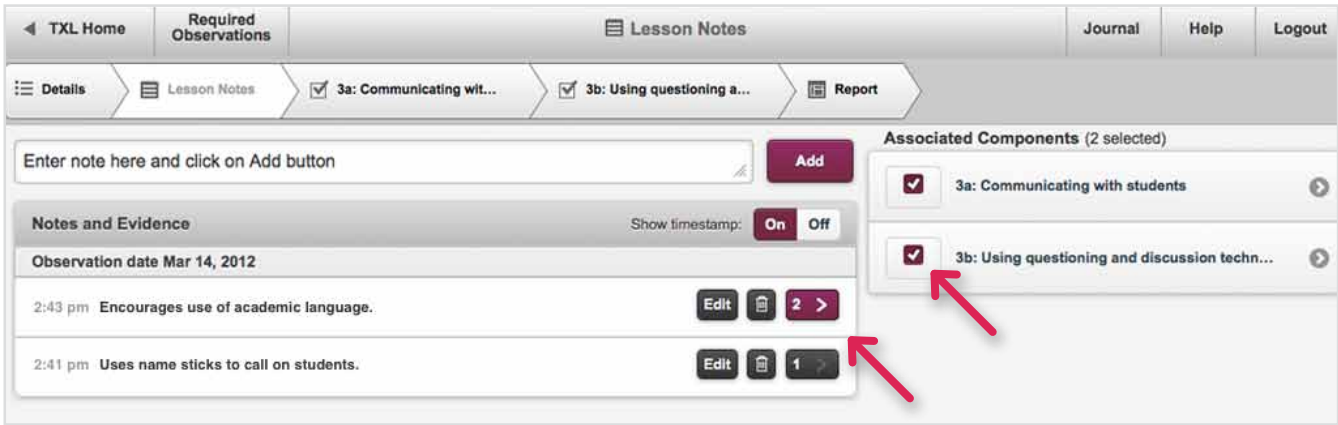
### 2 Observe the Lesson and Add Annotations

While observing the live classroom, the observer records annotations to inform the future scoring of the lesson. The observer selects the **Add** button after each entry. The notes are editable and time-stamped. The observer checks the box at the bottom of the screen if he or she wishes to share the annotations with the teacher.

**Note:** Checking the box makes the annotations immediately available to the teacher, and these annotations can be used in the self-review process.

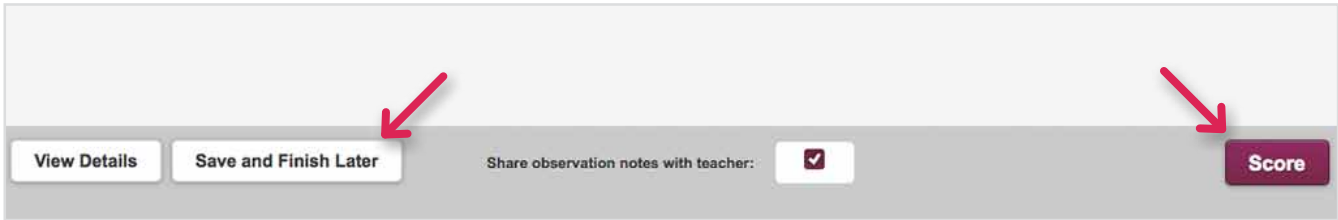
### 3 Assign Annotations to Framework Components

While entering annotations, or after entering annotations, the observer can assign these notes to one or more of the selected framework components. This makes it easier to sort through the observational notes and assign scores later on.



### 4 Save and Finish Later?

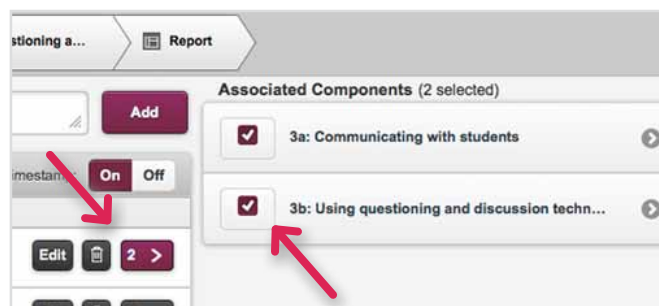
The observer may choose to continue his or her observation by selecting the **Score** button. However, the observer may also select the **Save and Finish Later** button to score the lesson at a later time.



## Scoring the Observation

### 1 Continue Annotations and Assignments

After the observation, the observer may continue to enter annotations and assign these notes to one or more of the selected framework components.



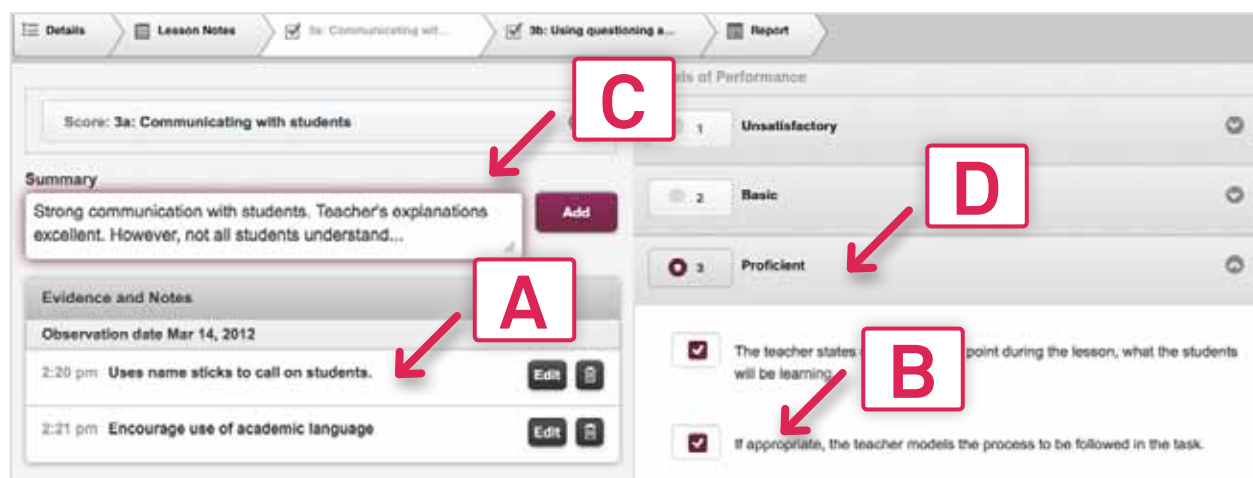
### 2 Begin Scoring the Lesson

After the annotations are complete and are aligned to framework components, the observer selects the **Score** button to begin assigning scores.



### 3 Assign Scores

For each component, the observer (A) analyzes his or her annotations, (B) selects the appropriate critical attributes at each level of performance, (C) summarizes, and (D) assigns an appropriate score or level of performance for that component. When the observer is satisfied with the score assigned for the first component, this process is repeated for each additional component by selecting the **Next** button.



## 4 Write Recommendations and Overall Rating

After the observer has scored all of the components, he or she completes the observation report. Here is where the scores can be reviewed and recommendations for the teacher added.

The screenshot shows the 'Report' tab in the Teachscape Reflect interface. At the top, there are navigation tabs: 'TXL Home', 'Required Observations', 'Report' (selected), 'Journal', 'Help', and 'Logout'. Below these are sub-tabs: 'Details', 'Lesson Notes', '3a: Communicating wit...', '3b: Using questioning a...', and 'Report' (selected). The main content area displays the teacher's name 'Noonan, Madeline' and the observation title 'Using Questioning and Discussion Techniques'. There are two scoring sections: '3a: Communicating with students' and '3b: Using questioning and discussion techniques'. Each section has a dropdown menu for 'Principal, Reflect -' and a row of five blue squares for scoring. Below these are two text boxes for 'Recommendations' and 'Areas of Strength'. The 'Recommendations' box contains the text: 'Engage in peer discussion about meeting the needs of our English language learners. Develop strategies to engage all ELL classmates in discussions.' The 'Areas of Strength' box contains the text: 'Use of vocabulary. Engaging students in lesson. Majority of students feel free to take risks in sharing their ideas.' Red arrows point to the scoring sections and the recommendation/areas of strength boxes.

## 5 Submit the Scores to the Teacher

Selecting the **Submit** button will send an email notification to the teacher that the observation has been scored. If a self-review is not required, the report will be immediately shared with the teacher. If a self-review is required, the teacher will see the report only after he or she has conducted a self-review.

This screenshot shows the bottom portion of the observation report form. It includes a text box for 'Overall Rating' with the text 'Emerging as a distinguished teacher'. Below this is a large grey button labeled 'Submit'. A red arrow points to the 'Submit' button.

## 6 View Sent Observation

After the observer submits the scores for an observation, he or she may view the observation by clicking on the **Observations** tab.

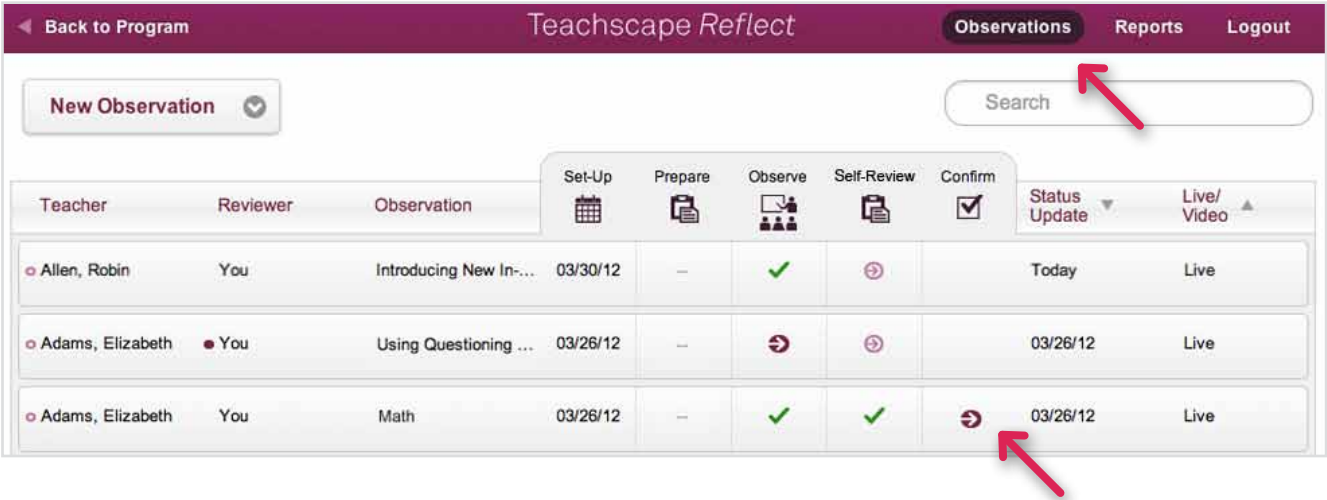
The screenshot shows the 'Observations' tab in the Teachscape Reflect interface. The top navigation bar includes 'Back to Program', 'Teachscape Reflect', 'Observations' (selected), 'Reports', and 'Logout'. Below the navigation bar is a 'New Observation' button and a search bar. The main content area is a table with columns: 'Teacher', 'Reviewer', 'Observation', 'Set-Up', 'Prepare', 'Observe', 'Self-Review', 'Confirm', 'Status Update', and 'Live/Video'. The table contains one row for 'Allen, Robin' as the teacher and 'You' as the reviewer. The observation is 'Introducing New In...'. The date is '03/30/12'. The 'Observe' column has a green checkmark. The 'Self-Review' column has a red arrow pointing to it. The 'Status Update' column shows 'Today' and the 'Live/Video' column shows 'Live'. Red arrows point to the 'Observations' tab and the 'Self-Review' column.



# Confirming the Final Report

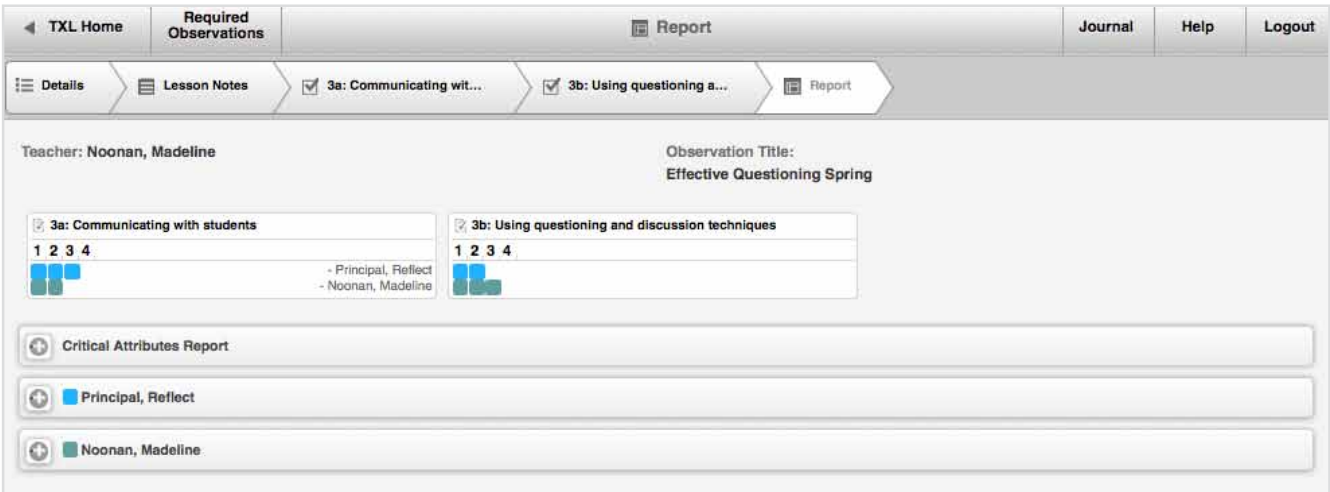
## 1 Access the Observation Report

After the teacher selects the **Acknowledge** button in the application or completes his or her self-review, the observer will be notified by email. The observation can be accessed from the **Observation** tab.



## 2 View the Report

From the **Report** screen, the observer can view the scores, assigned critical attributes, and comments. If the teacher completed self-scoring, the teacher's scores, comments, and notes will appear alongside those of the observer. If not, only the observer's scores, comments, and notes will be present.



### 3 Explore the Report

Exploring the report includes selecting **Critical Attributes Report** and/or participants' names to view summary comments. By selecting the **View Scores** button, the notes associated with each component can be viewed. A full report can be viewed, exported, or printed, including all scores and notes, by selecting the **Full Report** button.

The screenshot shows the 'Critical Attributes Report' interface. At the top, there are two tabs: 'Noonan, Madeline' and 'Principal, Reflect'. Below the tabs, the report title 'Critical Attributes Report' is displayed. Underneath, the 'Attributes' section is shown, with a sub-section '3a: Communicating with students'. This section contains a table with four rows, each representing a 'Proficient' attribute. The first row is 'The teacher states clearly, at some point during the lesson, what the students will be learning.' The second row is 'If appropriate, the teacher models the process to be followed in the task.' The third row is 'Students engage with the learning task, indicating that they understand what they are to do.' The fourth row is 'Teacher's explanation of content is clear, and invites student participation and thinking.' Each row has two columns for scores, with checkmarks indicating the status. Below the table, there are two tabs for participants: 'Noonan, Madeline' and 'Principal, Reflect'. At the bottom, there are five buttons: 'View Scores', 'Full Report', 'Back', 'Revise', and 'Send for Revision', followed by a 'Confirm' button. Red arrows point to the 'Critical Attributes Report' title, the participant tabs, the 'View Scores' button, and the 'Full Report' button.

Attributes	Noonan, Madeline	Principal, Reflect
3a: Communicating with students		
Proficient • The teacher states clearly, at some point during the lesson, what the students will be learning.	✓	✓
Proficient • If appropriate, the teacher models the process to be followed in the task.	✓	✓
Proficient • Students engage with the learning task, indicating that they understand what they are to do.	✓	✓
Proficient • Teacher's explanation of content is clear, and invites student participation and thinking.	✓	✓

### 4 Confirmation of the Observation

After the teacher and observer have discussed the observation report, the observer selects the **Confirm** button. This observation will now be accessible in the **Confirmed** folder on the **Required Observation** tab of the **Lesson Observation** page for both the observer and the teacher. Once, the **Confirm** button has been selected, the observation will no longer be editable.

The screenshot shows the bottom of the report interface. It contains five buttons: 'View Scores', 'Full Report', 'Back', 'Revise', and 'Send for Revision', followed by a 'Confirm' button. A red arrow points to the 'Confirm' button.

# Teacher Guide

## SCHEDULED & UNANNOUNCED OBSERVATION

Preparing for an Observation —Scheduled Observation **Only**

Completing Post-Observation

Viewing and Confirming the Report





### 3 Add Required Information

The teacher reviews the details of the observation on the **Details** page. If **Lesson Artifacts** are required, the teacher selects the **Add** button to browse for the document(s) on his or her desktop, and then uploads. (If there is no required information, the teacher will select the **Acknowledge** button to acknowledge the upcoming observation.)

The screenshot shows the 'Details' page of the Reflect Live interface. The page is divided into several sections. At the top, there are tabs for 'TXL Home', 'Required Observations', 'Details', 'Journal', 'Help', and 'Logout'. The 'Details' tab is active. The page displays information about a scheduled observation for Teacher Noonan, Madeline. The title is 'Using Questioning and Discussion Techniques', the observation date is 'Wed, OCT. 12, 2011 - 09:20 am', and the focus is 'Asking open ended questions and responses'. Under the 'Required' section, 'Lesson Artifacts' and 'Samples of Student Work' are checked. An 'Upload Lesson Documents' dialog box is open, showing a 'Browse...' button and 'Cancel'/'Upload' buttons. Red arrows point to the 'Add' button for Lesson Artifacts, the 'Browse...' button, and the 'Upload' button.

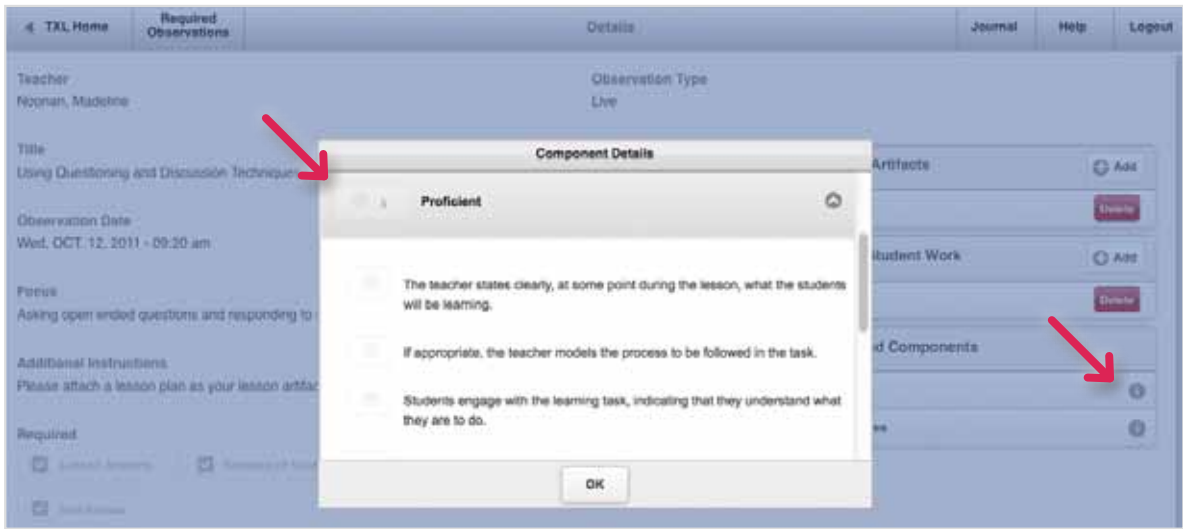
### 4 Fill Out a Pre-Observation Form, if Required

If a pre-observation form has been requested, the teacher selects the link and fills out the form. (He or she may need to scroll the screen to see the pre-observation link.) When the form is complete, he or she selects the **Save** button.

The screenshot shows the 'Required' section of the Reflect Live interface. It contains three checkboxes: 'Lesson Artifacts', 'Samples of Student Work', and 'Self Review'. Below these, there is a link for 'Pre-observation (Planning) ...' with a right-pointing arrow. A red arrow points to this link. At the bottom, there are 'Back' and 'Send' buttons.

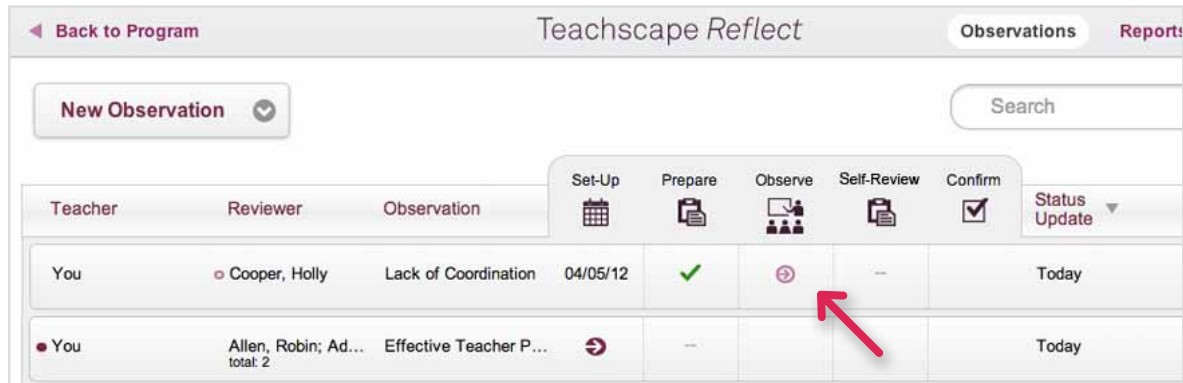
**5** Learn About Selected Framework Components

Selecting the information icon under **Framework and Components** enables the teacher to learn more about the selected components and critical attributes for each level of performance.



**6** Send Required Information

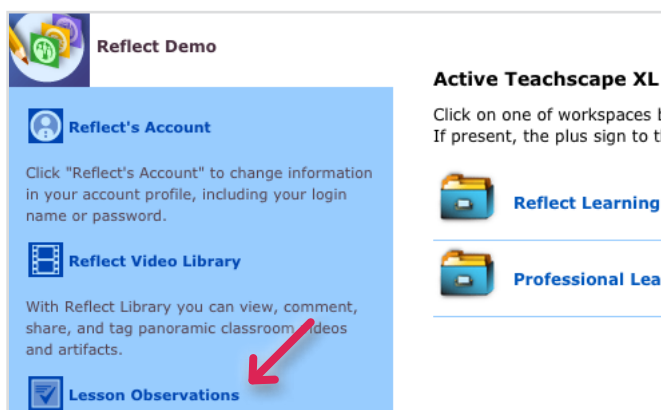
When all required materials are included, the teacher selects the **Send** button and **Yes** in the dialog box to send an email notification to the observer. The observation invitation will now be accessible in the teacher's **Observations** dashboard.



## Completing Post-Observation

### 1 Access Lesson Observations

After the observer scores an observation, the teacher will receive an email notification. The teacher logs in to [www.teachscape.com](http://www.teachscape.com) and selects **Lesson Observations** in the left-hand navigation menu.



### 2 Acknowledge Observation

After selecting the observation title on the **Required Observation** tab and in the **Incoming Requests** folder, the teacher uploads samples of student work and fills out a post-observation form, if required. If no self-review is required, the teacher selects the **Acknowledge** button. This sends an email notification to the observer.

 A screenshot of the post-observation form. The form has several sections: 'Title' (test for back button on pre observation form), 'Observation Date' (Sat, JAN. 7, 2012 - 09:15 pm), 'Focus', 'Additional Instructions', and 'Required'. The 'Required' section has three checkboxes: 'Lesson Artifacts', 'Samples of Student Work', and 'Self Review'. To the right of these sections are three panels: 'Lesson Artifacts' with one item 'Lesson Artifact.docx' and a 'Delete' button; 'Samples of Student Work' with one item 'Sample of Student Work.docx' and a 'Delete' button; and 'Frameworks and Components' with one item '3a: Communicating with students' and an information icon. At the bottom of the form, there are two buttons: 'Back' and 'Acknowledge' (highlighted with a red arrow).

### 3 Fill Out a Post-Observation Form, if Required

If a post-observation form has been requested, the teacher selects the link on the **Details** page and fills out the form. When the form is complete, the teacher selects the **Save** button.

### 4 View Notes

If a self-review is required, the teacher selects the **View Notes** button from the **Details** page.

### 5 Add Annotations

If the observer has shared his or her annotations with the teacher, the teacher will see the observer's notes. If the observer has not shared his or her notes, the teacher cannot see the observer's notes. The teacher begins adding his or her own annotations by typing in the text field and selecting the **Add** button.



## 6 Assign Annotations to Framework Components

While entering notes, or after entering notes, the teacher can assign these notes to one or more of the selected framework components. This will make it easier to sort through the observational notes and assign scores later on. The teacher selects the **Score** button when ready.

The screenshot displays the Reflect Live interface during a post-observation session. At the top, navigation tabs include 'Details', 'Lesson Notes', '3a: Communicating with...', '3b: Using questioning a...', and 'Report'. The 'Lesson Notes' tab is active, showing a text input field with the note: 'The vocabulary needed for this subject requires daily work for the duration of the unit.' Below this, a list of notes is shown, categorized by time and observer. The first note is from 3:03 pm by Noonan, Madeline: 'I am glad that we worked in small groups after the lesson introduction.' The second note is from 2:43 pm by Principal, Reflect: 'Encourages use of academic language.' The third note is from 2:41 pm: 'Uses name sticks to call on students.' The fourth note is from 2:40 pm: 'Asks questions about yesterday's lesson.' To the right, the 'Associated Components' section lists two components: '3a: Communicating with students' and '3b: Using questioning and discussion techniques'. The checkbox for '3b: Using questioning and discussion techniques' is checked, indicated by a red arrow. At the bottom right, a red arrow points to the 'Score' button. At the bottom left, there are buttons for 'View Details' and 'Save and Finish Later'.

## 7 Assign Scores

For each component, the teacher **(A)** analyzes his or her annotations, **(B)** selects the appropriate critical attributes at each level of performance, **(C)** summarizes, and **(D)** assigns an appropriate score or level of performance for that component. When the observer is satisfied with the score assigned for the first component, this process is repeated for each additional component by selecting the **Next** button.

TXL Home Required Observations Score 1 of 2 Journal Help Logout

Details Lesson Notes 3a: Communicating with... 3b: Using questioning a... Report

Score: 3a: Communicating with students

Summary

Add

Evidence and Notes

Observation date Jan 19, 2012

11:50 am Encourages use of academic language. Edit

Levels of Performance

1 Unsatisfactory

2 Basic

3 Proficient

4 Distinguished

The teacher states clearly, at some point during the lesson, what the students will be learning.

If appropriate, the teacher models the process to be followed in the task.

In addition to the characteristics of "proficient,"

The teacher points out possible areas for misunderstanding.

Back Save & Finish Later Next

## 8 View the Report and Enter a Self-Reflection

From the **Report** screen, the teacher can view his or her self-scores and assigned critical attributes. The teacher enters a self-reflection in the text field and selects **Submit** to send a notification to the observer.

TXL Home Required Observations Report Journal Help Logout

Details Lesson Notes 3a: Communicating with... 3b: Using questioning a... Report

Teacher: Noonan, Madeline Observation Title: Using Questioning and Discussion Techniques

3a: Communicating with students 1 2 3 4

3b: Using questioning and discussion techniques 1 2 3 4

Critical Attributes Report

Self-Reflection

I feel the lesson was successful for the majority of the students. I am not sure that I use appropriate wait time for all. I am hoping to learn more strategies on how to draw out my ELL students into the large and small group discussions.

View Scores Save & Finish Later Submit

# Viewing and Confirming the Report

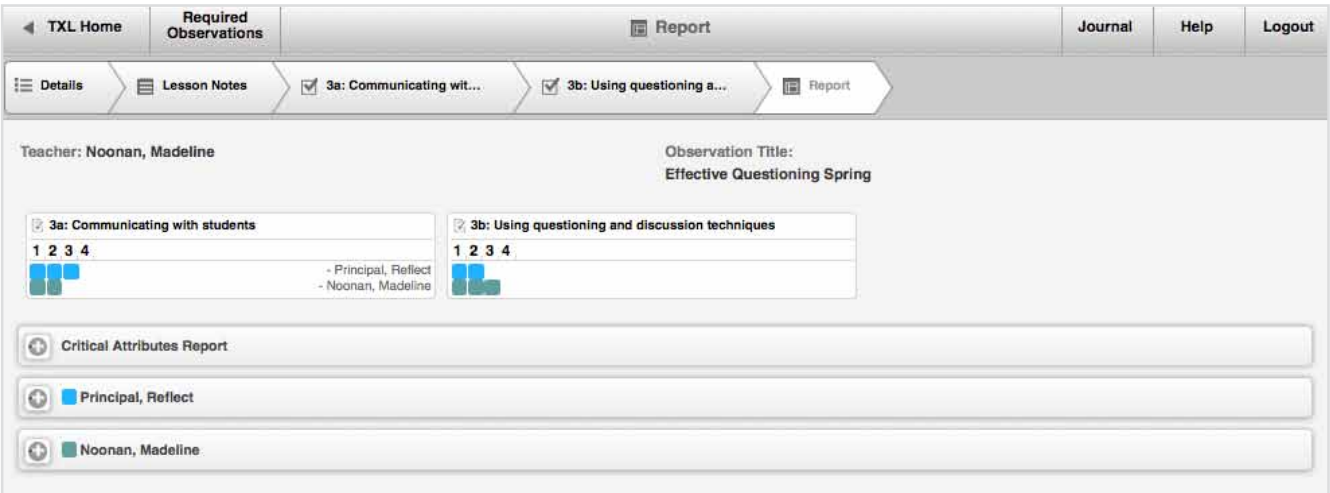
## 1 Access the Observation Report

After the teacher acknowledges the observation in the application or completes his or her self-review, the teacher may view the report by selecting the observation from his or her **Observations** dashboard screen.



## 2 View the Report

Teachers can view scores, the assigned critical attributes, and comments. If the teacher completed self-scoring, his or her own scores, comments, and notes will appear alongside those of the observer. If not, only the observer's scores, comments, and notes will be present.



### 3 Explore the Report

Exploring the report includes selecting **Critical Attributes Report** and/or participants' names to view summary comments. By selecting the **View Scores** button, the notes associated with each component can be viewed. A full report can be viewed, exported, or printed, including all scores and notes, by selecting the **Full Report** button.

The screenshot shows the 'Report' tab selected in the top navigation bar. Below the navigation bar, the 'Teacher' is listed as 'Noonan, Madeline' and the 'Observation Title' is 'Using Questioning and Discussion Techniques'. Two components are listed: '3a: Communicating with students' and '3b: Using questioning and discussion techniques'. Each component has a score of 4 (indicated by four blue squares). Below the components, there are three buttons: 'Critical Attributes Report', 'Principal, Reflect', and 'Noonan, Madeline'. At the bottom, there are three buttons: 'View Scores', 'Full Report', and 'Back'. Red arrows point to the 'Critical Attributes Report', 'Principal, Reflect', 'Noonan, Madeline', 'View Scores', and 'Full Report' buttons.

### 4 Confirmation of the Observation

After the teacher and observer have discussed the observation report, the observer selects the **Confirm** button. The observation will now be accessible in the **Confirmed** folder on the **Required Observation** tab of the **Lesson Observation** page for both the observer and the teacher. Once, the **Confirm** button has been selected, the observation will no longer be editable.

This screenshot shows the same observation report interface as the previous one, but with the 'Confirm' button highlighted by a red arrow. The 'Confirm' button is located at the bottom right of the interface, next to the 'Full Report', 'Back', 'Revise', and 'Send for Revision' buttons.

# Teachscape *Reflect* Live USER GUIDE



Teachscape Customer Support  
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Great teachers create inspired learners.

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